

# How to apply online through USA JOBS



Pages - Default - Windows Internet Explorer

http://ne.ng.mil/Pages/Default.aspx

File Edit View Favorites Tools Help

Links EBIS FTSMCS GKO DCPDS PD Link OPM USA Staffing® FootPrints Login

Pages - Default

ANNOUNCEMENTS

Title	Modified
Firefighter Welcome Home Ceremony	10/25/2012 11:34 AM
155th ARW Change of Command Conducted	6/20/2012 3:13 PM
155th ARW Change of Command Announced	6/20/2012 3:12 PM

1 - 3 ▶

ARMY GUARD

LEARN MORE ABOUT THE NEBRASKA ARMY NATIONAL GUARD

View our mission statement, links, and other information about us... ➡

AIR GUARD

VISIT THE NEBRASKA AIR NATIONAL GUARD WEBSITE

Visit the ANG for information on joining the ANG, newsletters, current information and more... ➡

MY CAREER

I AM INTERESTED IN JOINING THE GUARD, WHO CAN I CALL?

If you are interested in joining us, call us toll free 1-800-334-5082 or click this link... ➡

SUBSCRIBE

To receive updates from the Nebraska National Guard and Prairie Soldier click here .... ➡

NEWS & EVENTS

To find out what is happening in the Nebraska National Guard - follow this link... ➡


OPPORTUNITIES

We currently have FULL TIME job openings in many fields - follow this link to see what's currently available in our state... ➡

Go to [www.ne.ng.mil](http://www.ne.ng.mil) website

Scroll down on right-hand side to “OPPORTUNITIES”

# OPPORTUNITIES

We currently have FULL TIME job openings in many fields - follow this link to see what's currently available in our state... 



Click here



Search:

## OPPORTUNITIES / JOB ANNOUNCEMENTS

CURRENT JOB OPPORTUNITIES  
 FOR TRADITIONAL JOB OPPORTUNITIES CLICK [HERE](#)

Send application to: [NGNEHROJobApps@ng.army.mil](mailto:NGNEHROJobApps@ng.army.mil)

[Secrets of getting a Technician Job](#)

**Military Technicians and Active Guard Reserve (AGR) soldiers are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician or AGR position will terminate these incentives with possible recoupment of amounts previously paid. Contact your military personnel office for further detail.**

### JOB ANNOUNCEMENTS

Actions ▾

📄	Title	Location	Job Number	Closing Date	Weblink	Amendments
	Surface Maintenance Mechanic	Mead, NE United States	NEAR-13-020	11/28/12	<a href="https://www.usajobs.gov/GetJob/ViewDetails/330819000">https://www.usajobs.gov/GetJob/ViewDetails/330819000</a>	
📄	State Resiliency Coordinator(with Amendment)	Warrior & Family Support, Lincoln, NE	FTNGDOS-AR-13-011	11/28/12		
📄	Supervisory Supply Technician	155th ARW/LRS, Lincoln, NE	AGR-AF-13-003	12/05/12		
📄	RSP Coordinator (2 Positions) (with Amendment)	Recruiting & Retention BN, North Platte & Norfolk,	FTNGDOS-AR-13-012	12/05/12		

This page has all full time vacancy announcements including Technician, AGR, and ADOS. Scroll down to the job you want to apply for.

# JOB ANNOUNCEMENTS

Actions ▾					
🔍	Title	Location	Job Number	Closing Date	Weblink
	Surface Maintenance Mechanic	Mead, NE United States	NEAR-13-020	11/28/12	<a href="https://www.usajobs.gov/GetJob/ViewDetails/330819000">https://www.usajobs.gov/GetJob/ViewDetails/330819000</a>
🔍	State Resiliency Coordinator(with Amendment)	Warrior & Family Support, Lincoln, NE	FTNGDOS-AR-13-011	11/28/12	
🔍	Supervisory Supply Technician	155th ARW/LRS, Lincoln, NE	AGR-AF-13-003	12/05/12	
🔍	RSP Coordinator (2 Positions) (with Amendment)	Recruiting & Retention BN, North Platte & Norfolk,	FTNGDOS-AR-13-012	12/05/12	
	Auditor	Lincoln, NE United States	NEAR-13-021	12/05/12	<a href="https://www.usajobs.gov/GetJob/ViewDetails/331320600">https://www.usajobs.gov/GetJob/ViewDetails/331320600</a>
	Supply Technician	Mead, NE United States	NEAR-13-022	12/05/12	<a href="https://www.usajobs.gov/GetJob/ViewDetails/331321100">https://www.usajobs.gov/GetJob/ViewDetails/331321100</a>
	Supervisory Supply Technician	Lincoln, NE United States	NEAF-13-006	12/05/12	<a href="https://www.usajobs.gov/GetJob/ViewDetails/331322000">https://www.usajobs.gov/GetJob/ViewDetails/331322000</a>
🔍	Supply Sergeant	234th Network Support Company, Omaha, NE	AGR AR 13-014	12/05/12	
	Surface Maintenance Repairer	Norfolk, NE United States	NEAR-13-023	12/07/12	<a href="https://www.usajobs.gov/GetJob/ViewDetails/331534900">https://www.usajobs.gov/GetJob/ViewDetails/331534900</a>
	Production Controller (Construction)	Lincoln, NE United States	NEAF-13-007	12/07/12	<a href="https://www.usajobs.gov/GetJob/ViewDetails/331535500">https://www.usajobs.gov/GetJob/ViewDetails/331535500</a>
	Engineer (Instructor)	Lincoln, NE	NEAR-13-024	12/10/12	<a href="https://www.usajobs.gov/GetJob/ViewDetails/331662300">https://www.usajobs.gov/GetJob/ViewDetails/331662300</a>
🔍	Master Planner Assistant	CFMO, Lincoln, NE	State - 03145182	12/10/12	
🔍	Resource Sergeant	Joint Forces Headquarters, Lincoln, NE	AGR-AR-13-015	12/10/12	

If you are interested in a position, you can click on the hyper-link on the left or the right side of the screen.



Search:

Close

Title	Supply Technician
Location	Mead, NE United States
Job Number	NEAR-13-022
Closing Date	12/05/12
Amendments	
Weblink	<a href="https://www.usajobs.gov/GetJob/ViewDetails/331321100">https://www.usajobs.gov/GetJob/ViewDetails/331321100</a>
Amendment	

Created at 11/14/2012 6:18 PM by SFC Jacob J. Widhalm  
Last modified at 11/14/2012 6:18 PM by SFC Jacob J. Widhalm

Close

If you clicked on the link on left side of the previous screen you will come to this page. Click on the hyperlink to USA JOBS.

If you clicked on the link on the right side of the previous screen you will bypass this screen and go directly to USA JOBS.



Search Jobs



Where:



[Advanced Search >](#)

[< Back to Results](#)

Overview

Duties

Qualifications & Evaluations

Benefits & Other Info

How to Apply



**NATIONAL GUARD**

**Job Title:** Supply Technician

**Department:** Department of the Army

**Agency:** Army National Guard Units (Title 32)

**Job Announcement Number:** NEAR-13-022

**SALARY RANGE:**

\$34,907.00 to \$50,431.00 / Per Year

**OPEN PERIOD:**

Wednesday, November 14, 2012 to Wednesday, December 05, 2012

**SERIES & GRADE:**

GS-2005-06/07

**POSITION INFORMATION:**

Full Time - Indefinite

**PROMOTION POTENTIAL:**

07

**DUTY LOCATIONS:**

1 vacancy in the following location:

Mead, NE United States [View Map](#)

**WHO MAY BE CONSIDERED:**

United States Citizens

**JOB SUMMARY:**

Go to section of this Job:



Apply Online



Print Preview



Save Job



Share Job



**Agency Information:**

Nebraska National Guard  
Human Resources Office  
2433 NW 24th Street  
Lincoln, NE  
68524  
USA

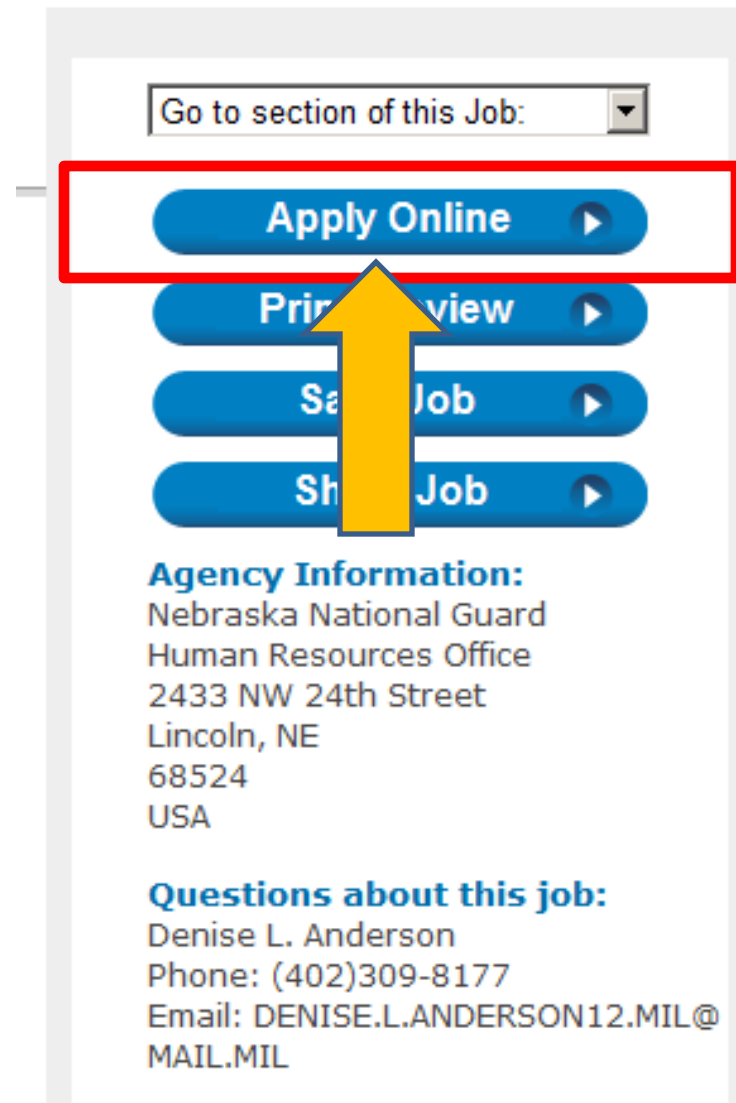
**Questions about this job:**

Denise L. Anderson  
Phone: (402)309-8177  
Email: DENISE.L.ANDERSON12.MIL@MAIL.MIL

Now you can see the vacancy announcement. You can scroll down and find what the requirements are to qualify for the position. Pay close attention to the general and specialized experience.

After reviewing the vacancy announcement you decide you want to apply.

Click on “Apply Online”







Sign in to USA  
JOBS. If you  
don't have an  
account, then  
you must  
create one.

[Sign in to my account or create a new account...](#)

[Forgot your Username and/or  
Password?](#)

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

**I agree. Sign me in.** 

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Announcement Number:** NEAR-13-022  
**Job Title:** Supply Technician  
**Grade:** GS 06/07  
**Department:** Department of the Army  
**Agency:** Army National Guard Units (Title 32)  
**Job Location:** Mead, Nebraska  
**Closing Date:** Wednesday, December 05, 2012

Take note of which job you are applying for.

**Resume** - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)) :

- SELECT -  
Resume

**Fields below with an asterisks (\*) are required.**

\* ☐ I have [previewed my resume](#) . The selected document includes the information I wish to provide with this application.

It should take you directly to this page. Here you can build a resume if you want, select from a resume you have built previously, or upload a resume .



[Advanced Search >](#)

Radius: 20 miles

USAJOBS allows you to store resumes that can be used to apply online to government agencies. While uploading or building your resume, you may wish to remove any personal information, such as social security number. You may also wish to update your resume(s) before you submit the resume to a specific job opportunity announcement.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

### Resume 1: Resume

[View](#) | [Edit](#) | [Duplicate](#) | [Delete](#)

Status: Not searchable

[Make Searchable](#)

**Format:** USAJOBS Resume

**Source:** Built with USAJOBS Resume Builder

[Build New Resume](#)



[Upload New Resume](#)



You have created **1** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

# Resume Tips

- You can use the resume builder or create your own resume, both are acceptable.
- Make sure the dates of experience are month and year.
- Include both full time experience and M-day drill experience.
- Be exact when discussing what you have done:
  - Do not say “I worked on vehicles.”
  - Do say what you have done on the vehicles: “I have rebuilt engines, replaced heat-pumps, cooling systems...”
  - Do not give bullet statements

# Resume Tips cont.

- Make sure your resume reflects what you answer on your questionnaire (to be answered in Application Manager).
- If you say you have 24 months of experience in the questionnaire, then show 24 months of experience in your resume.

**Job Title:** Supply Technician  
**Grade:** GS 06/07  
**Department:** Department of the Army  
**Agency:** Army National Guard Units (Title 32)  
**Job Location:** Mead, Nebraska  
**Closing Date:** Wednesday, December 05, 2012

**Resume** - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)) :

- SELECT -  
Resume

Fields below with an asterisks (\*) are required.

\* ☒ I have [previewed my resume](#) . The selected document includes the information I wish to provide with this application.

☐ Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

\* ☒ I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Cancel ▶

Apply for this position now! ▶

After either uploading your resume or building one on USA JOBS, you must select that resume, verify that you are giving factual information and then click on “Apply for this position now!”

One moment please...

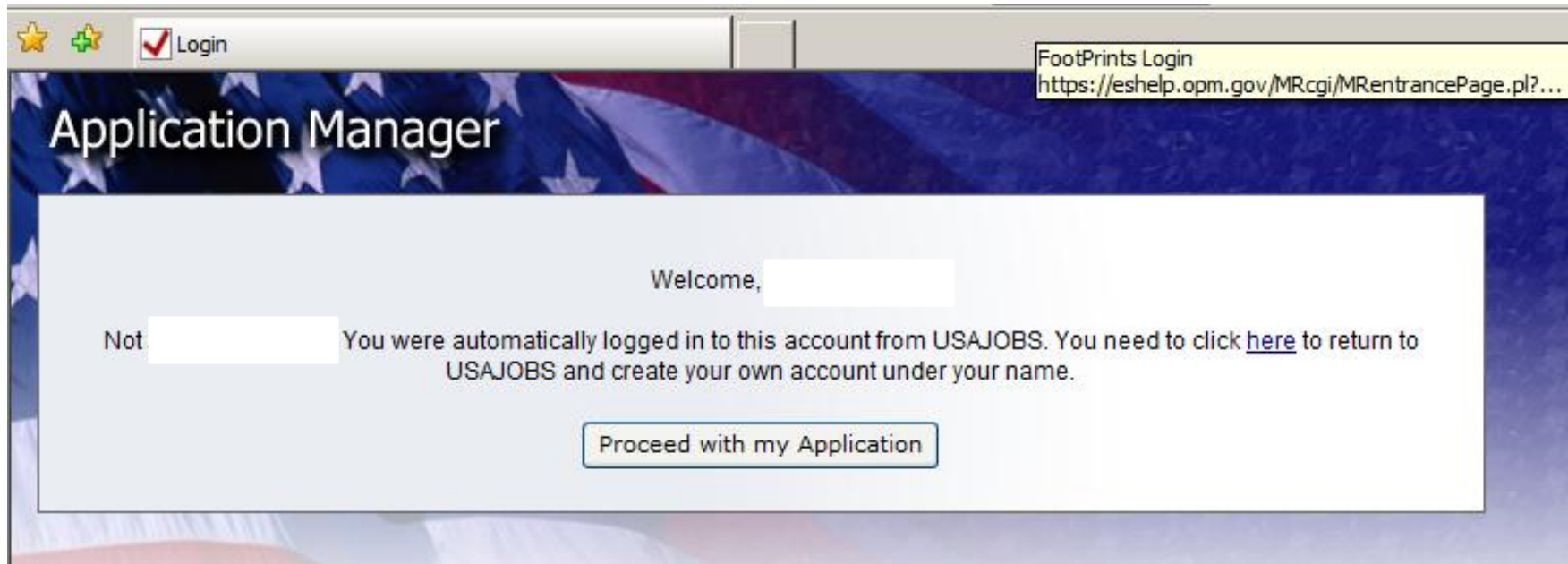
We are now bringing you to the system used by the

### Army National Guard Units (Title 32)

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

Take me there now ▶



You will be redirected to Application Manager. Do not stop here, you haven't applied yet!

# Application Manager Tips

- Answer all questions!
- If it is a multi-grade position, select the “lowest grade” you are willing to take.
- Be truthful!
  - Answer questions regarding Area of Consideration, current military grade, etc.
- Consider uploading a transcript if you have one
- Click on “Submit My Answers”
- You can review what you have done anytime
- You can make changes any time before the job closes



Job Title: Supply Technician  
Announcement Number: NEAR-13-022    USAJOBS Control Number: 331321100

Applicant Name: \_\_\_\_\_

Change Name

Previous

Next

Save

\* Required information

### Upload Documents

Protect your privacy **DO NOT** include privacy information, such as Social Security Number, in your uploaded documents unless directly required.

1. Select Document Type:

[What documents are Accepted or Required?](#)

2. Click "Browse" to locate a file and click "Open" to attach it:

3. Click "Upload":

Documents uploaded in Application Manager are automatically converted to Adobe Portable Document Format (PDF). Please do not use third-party software to convert documents to PDF.

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

**Notice to Applicants:** Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Note: Documents beginning with ~\$ are normally temporary files and the system will not be able to process them.

After you upload a document, it takes some time to be virus scanned. You can check back a few hours later to make sure it is there.

## Application Manager

[Main](#)

Vacancy ID: 787119

[Biographic Information](#)[Eligibility Information](#)[Other Information](#)[Assessment Questionnaire](#)[Section 1](#)[Section 2](#)[Section 3](#)[Section 4](#)[Section 5](#)[Re-Use Documents](#)[Upload Documents](#)[Submit My Answers](#)[View/Print My Answers](#)

Job Title: Supply Technician

Announcement Number: NEAR-13-022 USAJOBS Control Number: 331321100

Applicant Name: JESSICA K PAN

[Change Name](#)**Submit My Answers**

In order for your answers to be processed and for you to be considered for the position, you must click

After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *App* steps are complete.

**Ready to Submit?**[Submit My Answers](#)[Submit My Answers](#)**Not ready?**

Your work so far has been saved but not Submitted. You can return here to

What would you like to do next?

- **Work on this Application Package some more.** Use the Navigation bar to go to the part you want to work on or review.
- **Work on a different Application Package.** Go to Application Manager
- **Leave Application Manager**

[Main](#)[Logout](#)

You must submit your answers, if you do not, you haven't applied.

## Confirmation of your Submission to USA Staffing® Application Manager

Thank you for submitting your answers for the job announcement as detailed below. Your submission has been received and processed. You may wish to print this page for your records.

Remember, submitting your answers may not complete your application package. Many job announcements also require the submission of supporting documents such as a resume, transcripts and Veterans' Preference documentation, if appropriate. To ensure you receive consideration for this position, read and follow the instructions in the announcement carefully.

If you have questions concerning this position or the application process, please contact the person identified in the job announcement.

### Submission Details

Job Title: Supply Technician

Job Announcement Number: NEAR-13-022

Vacancy Identification Number (VIN): 787119

USAJOBS Control Number: 331321100

Submission Date and Time: 11/29/2012 3:49:59 PM

Name: .

Application Manager User Name:

After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below.

<https://ApplicationManager.gov>

After submitting your answers, you will receive this confirmation. You will also receive a confirmation email. Both documents state that only submitting answers does not complete the application package. However, if you did submit a resume, don't worry, it should still be there. You can check back later to make sure after the virus scan.

# Verifying your application is processed

- You have finished applying for the job
- If you want to make sure your application has been received, return to USA JOBS and check “Application Status”
- After that, go to Application Manager to check the documents you filled out and uploaded
- If you make changes to your resume, you can upload it again to Application Manager

What:

[Advanced Search >](#)

Where:

Radius: 20 miles



## Highlights from USAJOBS

Welcome to the new USAJOBS! If you are an existing user, please take a few minutes to review and edit all your profile information for accuracy, as it has been transferred to a new system. While you are there, check out some of the new profile questions. Having a completed USAJOBS profile will help you:

- Save time during a job application
- Get your resume discovered by recruiters, if you opt to make your resume searchable
- Customize your search experience



## Saved Jobs ▲



## Saved Documents ▲



## Application Status ▼

Initial Application Date	Job Summary	Job Status	Status Updated	Application Status
11/29/2012	<b>Supply Technician</b> Army National Guard Units (Title 32) Job Number: NEAR-13-022 Pay Plan: GS-2005-06/07 Location: US-Nebraska-Mead	Active	11/29/2012	Application Received <a href="#">more information...</a>

## My Account

Jessica

Current Goal:

To test USA Jobs

Last login:

11/29/2012 02:53 PM

[Photo](#)

[Edit Profile](#)

[Resumes ▲](#)

[Saved Searches ▲](#)

Now verify your application went through. Notice it says application received. Click on the hyperlink "more information.." it will redirect to Application Manager and you can see exactly what you've done.

# Application Manager

**Application Package Status: Complete**

**Job Title:** Supply Technician  
**Vacancy Identification Number:** 787119  
**Announcement Number:** NEAR-13-022  
**USAJOBS Control Number:** 331321100  
**Applicant:** [REDACTED]

**Closing Date:** Wednesday, December 05, 2012  
**Contact:** Denise Anderson - (402)309-8177  
[View Announcement](#)

[Change My Answers](#) [Add Documents](#) [Update Biographic Information](#) [View/Print My Answers](#)

Most information below pertains to the most recent version of your Application Package. ([Explain This.](#))

**Notice to Applicants:** Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

[Details](#) [Checklist](#)

## Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	11/29/2012 3:49:58 PM	

## Documents

[\\* Security Alert: Protect your privacy](#)

	Status	Document Type	Source	Date Received	Original File Name
<a href="#">View</a>	Processed	Resume	USAJOBS	11/29/2012 03:26 PM	

In application manager, it says application is complete.

You can change your answers on your questionnaire. You can also upload more documents.

Scroll down and you can see more details.

**Details** Checklist

### Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire	11/29/2012 3:49:58 PM	

The assessment questionnaire is complete.

### Documents

\* Security Alert: Protect your privacy

	Status	Document Type	Source	Date Received	Original File Name
<a href="#">View</a>	Processed	Resume	USAJOBS	11/29/2012 03:26 PM	
	Not Received	DD-214			
	Not Received	Other			
	Not Received	SF-50			
	Not Received	Transcript			

The resume has been processed.

### Messages

	Message Type	Date Emailed	Date Printed
<a href="#">View</a>	Acknowledgement Letter	11/29/2012 3:49:59 PM	
<a href="#">View</a>	Acknowledgement Letter	11/29/2012 3:46:24 PM	

### Application Processing Status

	Status	Date Submitted
<a href="#">View</a>	Complete	11/29/2012 3:49:58 PM
<a href="#">View</a>	Replaced by later submission	11/29/2012 3:46:23 PM

The application is complete.


- Congratulations! You have applied for the job.
- What happens next???




- All jobs close at 11:59 p.m. Eastern Standard Time.
- After the job closes, the USA JOBS faxing center has 48 hours to process any documents applicants may have submitted by fax.
- The staffing office will check periodically to see when the faxing center is “up-to-date.”
- Once the faxing center is “up-to-date” for the day which the job closed, the staffing office will begin to print and review all application packages.

- After reviewing all applications, the staffing office will issue a certificate of eligibles to the selecting supervisor.
- The day after the supervisor picks up the certificate of eligibles, the staffing office will send letters to non-qualified applicants.
- The supervisor will contact qualified applicants to set up an interview.

# Questions?



Denise Anderson at 402-309-8177  
or  
denise.l.anderson12.mil@mail.mil



Jessica Pan at 402-309-8182  
or  
jessica.k.pan.mil@mail.mil